



CALIFORNIA DEPARTMENT OF HUMAN RESOURCES

Labor Relations Specialist

Admin agency code 7500– 9535 – Exam Code 1PB11

Department(s):

**California Department of Human Resources
Department of Water Resources
Employment Development Department
Franchise Tax Board
Department of Transportation
Department of Motor Vehicles
Department of Resources Recycling and Recovery
Public Employees Retirement System
Department of Social Services
Department of Veterans Affairs
Department of Health Care Services
Department of Consumer Affairs
State Teachers Retirement System
Department of Transportation
Department of Corrections & Rehabilitation
State Air Resources Board
Department of General Services
Department of Justice
California Highway Patrol
Franchise Tax Board
Department of Industrial Relations
Department of State Hospitals
California Prison health Care Services
State Compensation Insurance Fund
California State Lottery
Department of Fish and Wildlife
Department of Toxic Substances**

Opening Date: 6/29/2011

Final Filing Date: 5/23/2015

Type of Examination: Multi-Departmental Open

Salary: Monthly Ranged Salary- \$5079.00 to \$6127.00

Tenure/Time-base: Permanent Full-time

Permanent Part-time

Permanent Intermittent

Limited Term Full-time

Limited Term Part-Time

Limited Term Intermittent

EEO

An equal opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

DRUG-FREE STATEMENT

It is an objective of the State of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY?

Applicants who meet the Minimum Qualifications as stated on this bulletin may apply for and take this Training and Experience Evaluation at any time.

Once you have taken the Training and Experience Evaluation, you may not retake it for 6 months.

FILING INSTRUCTIONS

Final Filing Date: Continuous

To apply and take the examination: Click the link at the bottom of this bulletin.

SPECIAL TESTING ARRANGEMENTS

If you have a disability and need special assistance or special testing arrangements, contact the California Department of Human Resources (CalHR), Examination Services at (866) 844-8671, or via the California Relay Service for the Deaf or Hard of Hearing at (800) 735-2929 from TTY Phones and (800) 735-2922 from voice phones.

SALARY INFORMATION

Monthly Ranged Salary- \$5079.00 to \$6127.00

ELIGIBLE LIST INFORMATION

An OPEN MERGED eligible list will be established by the California Department of Human Resources for use by other State departments. The names of successful competitors will be merged onto the eligible list in order of final score regardless of test date. Eligibility expires 12 months after it is established. Competitors must then retake the Training and Experience Evaluation to reestablish eligibility.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements as stated on this examination bulletin as of the date the test is taken.

MINIMUM QUALIFICATIONS

Either 1

One year of experience in the California state service performing the duties equivalent to those of a Labor Relations Analyst, Range B. (Applicants who have completed six months of service performing the duties of a Labor Relations Analyst, Range B, will be admitted to the examination, but they must satisfactorily complete one year of this experience before they can be eligible for appointment.)

Or 2

Three years of responsible analytical experience in one or a combination of the following types of employer-employee relations work.

1. Resolution of grievances arising under labor agreements; or
2. Negotiation or preparation of labor agreements; or
3. Conciliation, mediation, or arbitration of labor disputes; or

4. Consultation, meet and confer, and resolution of conflict in public sector employer-employee relations; or
5. Administration or investigation and settlement of violation complaints in regard to State or Federal labor management relations laws.

AND

Education: Equivalent to graduation from a recognized four-year accredited college or university. (Qualifying experience may be substituted for the required education on a year-for-year basis.)

(Either 18 quarter units or 12 semester units from an accredited college level labor relations curriculum, or 45 quarter units or 30 semester units of graduate work in public administration, industrial relations, psychology, law, political science, or a closely related field may be substituted for one year of the required experience.)

POSITION DESCRIPTION

Classes in this series are involved in representing State management under the Ralph C. Dills Act during all phases of the collective bargaining process by preparing for and participating in negotiations, impasse resolution, and contract administration activities. Work performed by incumbents in this series is typically confidential.

This is a dual function class. The first function is to serve as a supervisor over a small group of technical staff performing labor relations work. The second is to serve as a non-supervising specialist.

Positions at the Labor Relations Analyst and Specialist levels have responsibility for activities such as making recommendations to State management and advising management on making a determination regarding interpretation and application of provisions of labor agreements; ensuring State compliance with laws, policies, and labor agreements; investigating, recommending, and/or making decisions regarding disposition of grievances arising out of labor agreement administration, or grievances filed outside of the labor agreements; developing training programs for supervisory/management staff regarding State labor relations policies and proper practices in grievance handling or other areas of labor-management relations; researching and reporting on labor relations matters; participating in the development of State positions on matters within the scope of bargaining; providing assistance to task force studies on labor relations matters; and analyzing legislation, case law, and administrative regulations in the field of labor relations.

Positions allocated to the Specialist class are distinguished from Analyst positions by increased complexity, independence, authority, and responsibilities.

EXAMINATION INFORMATION

QUALIFICATIONS AND ASSESSMENTS EXAMINATION– Weighted 100%

The examination will consist solely of a Qualifications and Assessment. To obtain a position on the eligible list, a minimum score of 70% must be received. An applicant will receive his/her score upon completion of the Training and Experience Evaluation process.

[Click here to preview the Training and Experience Evaluation.](#)

KNOWLEDGE AND ABILITIES

Knowledge of:

1. General principles, practices, and trends of labor-management relations, public administration, human resources, or business administration
2. research and data collection techniques
3. communication techniques for gathering, evaluating, and transmitting information, and English language such as proper punctuation, grammar, the meaning and spelling of words, pronunciation of words, and rules of composition in order to effectively communicate in writing and

verbally to others

4. the collective bargaining process in the private or public sectors
5. principles of management rights, representation rights, and unfair practices
6. State and Federal labor law applicable to the public sector
7. the principles and scope of collective bargaining
8. standard negotiating strategies, tactics, and impasse procedures
9. grievance handling procedures
10. data sources pertaining to public sector employer-employee relations and the personnel management system of the State

Ability to:

1. Work effectively with all levels of management
2. interpret and apply labor law and labor agreement provisions
3. develop training programs in employer-employee relations for management
4. obtain, analyze, evaluate, and apply data such as labor statistics and cost figures
5. research and write reports
6. communicate effectively
7. use good judgment and make sound decisions in critical situations
8. handle stressful or sensitive situations with tact and labor-management diplomacy

BENEFITS

1. Employer/employee paid health and dental insurance
2. Employer paid vision insurance
3. Paid Vacation/Sick/Annual Leave Benefits
4. 11 paid holidays
5. Employer paid disability insurance
6. Defined Benefit Retirement Program (upon vesting)
7. Employee paid deferred compensation program (401K and 457)
8. Flexible work schedules and work hours
9. Pre-tax reimbursement for medical care, child care and parking programs
10. Employee Assistance Program
11. Career development/professional advancement

VETERANS' PREFERENCE POINTS

Veterans' Preference Points **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Veterans' Preference Points.

CAREER CREDITS

Career Credits **will not** be added to the final score for this exam, because it does not meet the requirements to qualify for Career Credits.

CONTACT INFORMATION

If you have any questions concerning this examination bulletin, please contact:

California Department of Human Resources

Attn: Examination Services

1515 "S" Street, North Bldg Ste. 400

Sacramento, CA 95811

1-866-844-8671

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf, and is reachable only from phones equipped with a TTY Device.

GENERAL INFORMATION

For an examination with a written feature, it is the candidate's responsibility to contact the testing department three weeks after the Final Filing Date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov and local offices of the Employment Development Department.

If you meet the requirements stated on this examination bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be rated against a predetermined job-related rating, and all candidates who pass will be ranked according to their scores.

The California Department of Human Resources reserves the right to revise the examination plan to better meet the needs of the service, should the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules, and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and contact the testing department.

Hiring Interview Scope: In a hiring interview, in addition to the scope described in this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight may be given to the breadth and recency of pertinent experience, and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plans for self-development; and the progress he/she has made in his/her efforts toward self-development. For more information, you may refer to the classification specification [<link to class spec>](#).

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the

following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in open entrance and open, non-promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for, and have requested by mail, these points. **In open (only)** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans (5 points for widows, widowers, and spouses if the veteran was in the National Guard); and 15 points for disabled veterans. **In open, non-promotional** entrance examinations, Veterans' Preference Points are granted as follows: 10 points for veterans, and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. "Permanent State civil service status" means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned, or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (Std. Form 1093), which is available at <http://jobs.ca.gov/Job/VeteransInformation>, and the Department of Veterans Affairs.

TAKING THE EXAM

When you click the link below, you will be directed to the Qualifications Assessment. At the end of the Qualifications Assessment, it will be instantly scored.

[Click here to take the Labor Relations Specialist examination](#)